

15 October 1962

OFFICE OF PERSONNEL MEMORANDUM NO. 1-14-2

SUBJECT: Reorganization of the Office of Personnel

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1. After intensive study of the current organization of the Office of Personnel in light of present program objectives and requirements, it has been determined that some changes are appropriate and necessary in the interest of efficiency and to ensure effective operation and responsive service. The principal changes, which are summarized below, are effective 15 October 1962.

a. Establishment of the Personnel Recruitment Division and transfer to this Division of the Field and Departmental Recruitment Branches, Personnel Operations Division.

b. Elimination of the Records and Services Division and transfer of its functions as follows:

Central Processing Branch	- to Benefits and Services Division
Statistical Reporting Branch	- to Personnel Operations Division
Transactions and Records Branch	- Division
Special Projects Officer	- to Plans and Review Staff
Records Management Officer	- to Administrative Staff

c. Transfer to the Benefits and Services Division from the Plans and Review Staff of the various Employee Recognition Programs (Honor and Merit Awards, Suggestion Awards, Certificates of Service, nominations for public service awards).

d. Transfer of the Out-Placement Service to Benefits and Services Division from the Personnel Operations Division.

e. Transfer of the Executive Secretary of the Retirement Board to the Benefits and Services Division from the Personnel Operations Division.

f. Establishment of the position of Assistant for JOTP in the office of the Chief, Personnel Operations Division.

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GROUP I
Excluded from Automatic
Downgrading and
Declassification

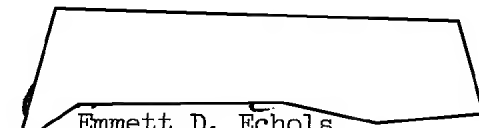
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g. Designation of the functions of the Special Assistant to the Director of Personnel as the Special Activities Staff.

h. Elimination of the positions of Executive Officer and Deputy Executive Officer, Office of Personnel, and establishment of the position of Executive Assistant to the Director of Personnel.

2. Modified functional statements and a revised Staffing Complement are being developed but these will be delayed until final determinations have been made regarding the assimilation at Branch level of some of the transferred functions. This pertains particularly to the Benefits and Services Division. These will be announced as soon as final determinations have been made.

3. There are attached for convenient reference an organization chart showing the new Division and Staff organization and an interim listing of key personnel.



Emmett D. Echols
Director of Personnel

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Attachments:

- 1 - Organizational Chart: Office of Personnel
- 2 - Key Personnel - Office of Personnel

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